

Experience and Past Performance Questionnaire

Quoter:	
Contract Number:	
Agency/Company:	

General

1. Provide the following information concerning the contract

a. Type of Contract

Cost plus fixed fee	
Cost plus award fee	
Firm Fixed-Price	
Other (Describe)	

b. Period of Performance (including extensions/options)

From:		To:	
-------	--	-----	--

c. Describe the type of contract, e.g. on-site level-of-effort

Onsite		Level of Effort	
Offsite		Deliverable	

d. Type of services provided:

Place an 'X' in the appropriate column:	Excellent	Very Good	Good	Fair	Poor
Rate their technical ability.					
Rate their business/financial management ability.					
Rate their communication/responsiveness/critical thinking.					
Rate your level of interest in hiring them again.					

e. Size of the Contractor's work force (Work Year Equivalents [WYEs])_____

Total work years provided under the contract (WYEs)_____

f. Contract dollar value \$_____

2. If a new contractor, what was the percentage of incumbent staff retention during transition?

Key _____ Other _____

What percent of the incumbent staff did the Contractor attempt to retain?

Key _____ Other _____

Was this appropriate?

Was this the amount proposed?

3. Were there any problems experienced with hiring incumbents (e.g. salary, fringe benefits)?

Yes ☐ No ☐

If yes, please explain (attach additional sheets, if necessary)

4. Did the Contractor provide the key personnel proposed?

Yes ☐ No ☐

If no, please explain (attach additional sheets, if necessary)

5. What were the turnover rates for key and other personnel for the first 12 months of the contract period of performance?

Key _____ Other _____

What was the breakout?

Incumbent _____ New Hire _____

6. Upon their departure, were key personnel replaced appropriately and in a timely manner?

Yes ☐ No ☐ N/A ☐

7. Did the Contractor provide personnel with the appropriate skills and expertise at the start of the contract?

Yes ☐

No ☐

Did the contractor maintain the technical expertise of the staff during the contract period?

Yes ☐

No ☐

If hiring was required at any time after the start of the contract, did the contractor identify appropriate vacancy skill sets and fill those vacancies with the appropriate skills and expertise in a timely manner?

Yes ☐

No ☐

N/A ☐

8. Was the Contractor proactive/cooperative in resolving issues?

Yes ☐

No ☐

9. If the contract grew in size or changed in scope, was the contractor proactive in meeting new requirements?

Yes ☐

No ☐

N/A ☐

If no, please explain (attach additional sheets, if necessary)

10. If the contract was de-scoped, please describe the contractor's approach to making the changes.

(attach additional sheets, if necessary)

11. If the contractor was involved in any EEO, hostile workplace, or other adverse personnel issues, were those issues resolved timely and satisfactorily?

Yes ☐

No ☐

N/A ☐

12. Did any regulatory violations occur because of Contractor's actions?

Yes ☐

No ☐

13. Did the contractor have adequate management systems (e.g., procurement, accounting, property, estimating, tracking)?

Yes ☐

No ☐

14. Did the Contractor have access to and utilize corporate resources?

Yes ☐

No ☐

15. List three of the contractor's major strengths:

- _____
- _____
- _____

16. List three of the contractor's major weaknesses:

- _____
- _____

17. Did the contractor effectively communicate with you and their subcontractors (if any)?

18. Did the contractor experience lost time injuries? If so, what is the lost time injury rate?

SPECIFIC

Use the adjectival ratings to describe the contractor. Please select one rating per statement, using the following definitions.

	Adjectival Rating	Definitions
E	Excellent	Of exceptional merit; exemplary performance in a timely, efficient and economical manner; very minor (if any) weaknesses with no adverse effect on overall performance.
VG	Very Good	Very effective performance, fully responsive to contract requirements accomplished in a timely, efficient and economical manner for most part; only minor weaknesses.
G	Good	Effective performance; fully responsive to contract requirements; reportable weaknesses, but with little identifiable effect on overall performance.
S	Satisfactory	Meets or slightly exceeds minimum acceptable standards; adequate results; reportable weaknesses with identifiable, but not substantial, effects on overall performance.
P	Poor/Unsatisfactory	Does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; deficiencies in one or more areas which adversely affect overall performance.

	1. Compliance with Contractual terms and conditions
	2. Response to technical direction, contract change orders, etc.
	3. Adherence to task schedules and mission requirements
	4. Reporting responsiveness and quality of reports
	5. Ability to solve business management problems without extensive guidance from Government counterpart
	6. Initiative expressed in meeting requirements
	7. Stability of labor-management relations
	8. Effectiveness of management in assigning and managing tasks
	9. Quality of technical performance
	10. Qualifications of personnel team

SUBCONTRACTORS

1. Did the company use subcontractors?

Yes ☐

No ☐

If yes, describe the effectiveness of the relationship between the prime and subs using the above adjectival ratings.

2. Did the subcontractors perform the bulk of the effort or just add breadth and depth in particular areas?

Yes ☐

No ☐

If specific areas, what were they and why were they accomplished by subs?

OVERALL RATING

Using the adjectival ratings above, please assign an overall rating. _____

If the choice were yours alone, would you select this Contractor for the follow-on contract?

Yes ☐

No ☐

If No, please explain (attach additional sheets, if necessary)

Submitted By (Name and Title)

Date:

Agency/Office

Telephone Number